

ASSISTANT CHIEF OF WASTEWATER TREATMENT OPERATIONS*Class Definition*

Under direction, assists in the planning and coordination of personnel and activities related to the Operations Section of the City's Wastewater Management Division.

Distinguishing Characteristics

Assistant Chief of Wastewater Treatment Operations is assigned to the Wastewater Management Division of the Department of Public Utilities. Reporting to the Chief of Wastewater Treatment Operations, the incumbent assists in the planning and coordinating of the multi-shift activities of the plant's operations section and is responsible and accountable for meeting state discharge requirements. The incumbent may be required to assume the duties and responsibilities of the "Chief Plant Operator" as defined by the State Water Resources Control Board, in the absence of the Chief of Wastewater Operations. This class is distinguished from Chief of Wastewater Treatment Operations in that the incumbent of the latter plans, coordinates and directs the overall activities of the operations section. It differs from Senior Wastewater Treatment Plant Operator in that incumbents of the latter provide lead direction on a specific shift or to a small crew of workers in the performance of operations assignments. The incumbent may be required to work any shift, weekends and holidays.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Assists in the planning and coordination of personnel and activities.

Assigns employees to shifts and arranges for rotation or adjustment of shift schedules as required.

Supervises and may participate in the safe operation of the plant equipment and machinery, and related processes.

Responsible for consultation with and rendering advice to superiors, subordinates, and staff from other sections on operational and facility issues.

Assesses and approves process control changes; reports changes to superiors as necessary.

Utilizes plant computer system to evaluate unit process performance.

Reviews plant operations and implements improvements in methods or practices.

Ensures a safe work environment.

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Supervises necessary adjustments to plant equipment by interpreting the readings of meters, gauges, and other control and measuring devices.

Confers with other sections in the solution of plant related problems.

Provides training for operations personnel through safety tailgates and operations review sessions.

Assists with budget estimates for the operation of the facilities.

Analyzes and evaluates operating procedures; and develops new or improved practices.

Supervises the maintenance of operating records, compilation of data, and report preparation.

Provides staff development including identifying skill enhancement needs and training requirements.

Supervises plant operation to maintain efficient and cost effective operations.

Performs independent research, collects and compiles data, interprets results, prepares reports, and makes recommendations as assigned.

Acts as Chief of Operations in his/her absence.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of wastewater treatment processes, sewage characteristics, and standard methods of sampling and analysis of water and sewage.

Knowledge of safety requirements and occupational hazards associated with wastewater treatment plants and the ability to ensure employee safety.

Knowledge of the proper operation of wastewater treatment plants and process control.

Ability to supervise, train, and instruct subordinates engaged in the safe operation of wastewater treatment equipment, machinery, and pumping stations.

Ability to maintain and prepare accurate reports and correspondence and make recommendations for improving plant efficiency.

Ability to develop, research, and evaluate assigned technical projects.

Ability to plan, assign, and supervise the plant operations work programs.

Ability to positively motivate subordinate staff to develop and participate in innovative methods of accomplishing the goals of the Wastewater Program.

Ability to establish and maintain effective working relationships at all levels.

Ability to document and administer disciplinary action.

Ability to empower and coach successful employees.

Ability to utilize computer programs to create spreadsheets, report documents, and communicate via e-mail.

Ability to communicate effectively both verbally and in writing.

Ability to listen and take direction effectively.

Ability to read and interpret technical documents and drawings related to wastewater treatment and plant operation.

Ability to interpret and enforce the policies, rules, laws and regulations of the City of Fresno, the various bargaining units representing Operations personnel, the State of California, and the EPA.

Minimum Qualifications

Possession of a valid Wastewater Treatment Plant Operator Grade IV Certificate from the State Water Resources Control Board and three years of experience equivalent to that gained as a Senior Wastewater Treatment Plant Operator with the City of Fresno.

Special Requirements

Possession of a Grade V certificate issued by the State Water Resources Control Board is required within 18 months of appointment.

Possession of a valid California Driver's License is required at time of appointment.

APPROVED: _____
Director

DATE: _____